

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:

9100 (931.GB) P

December 23, 2005

EMAIL TRANSMISSION – 12/23/2005

Instruction Memorandum No. MT-2006-030

Expires: 9/30/07

To: State Management Team

From: State Director

Subject: Heavy Equipment Management

Program Area: Facilities Management, Vehicles, Recreation, and Range Improvements.

Purpose: I would like to remind all managers of the MT/Dakotas Heavy Equipment Committee's role in managing heavy equipment.

The BLM State Heavy Equipment Committees were established as a result of the WO and NBC recommendations, and chartered by State Directors. Our Heavy Equipment Committee is responsible for promoting efficient and cost-effective use of all heavy equipment within the MT/Dakotas.

The Committee is responsible for reviewing and providing recommendations to the State Director for all requests for new heavy equipment purchases, replacements, and class changes. They also review and recommend policy and guidance related to equipment life-cycle issues including replacement schedules, repair costs, equipment standardization, equipment operator safety and utilization.

Policy/Action: An equipment purchase or replacement approval process has been formally instituted. The completed heavy equipment analysis shall be submitted to the committee for review and comments. The committee's comments will be combined with the analysis into a proposal and submitted to the field manager for consideration. This proposal, with the field manager's recommendation, will require concurrence by the appropriate Deputy State Director for funding commitments and then, approved or disapproved by the Associate State Director.

Attachment 1 is a copy of the heavy equipment committee charter describing the committee's roles and responsibilities.

Timeframe: Effective upon receipt.

Budget Impact: When considering equipment purchases or replacements, every field office must prepare an analysis weighing the options of contracting the work, versus leasing or purchasing the heavy equipment. Issues to consider include the work to be performed by the equipment and long-term projections for future use of the equipment. The Heavy Equipment Committee is available to assist in providing guidance to users preparing heavy equipment analysis.

Background: We need to maintain a viable and cost-effective program utilizing our heavy equipment and the force account workforce. The use standards articulated in the Fleet Management Handbook (G-1520-3) states, "Equipment in the moderate use category is 240 hours of use per year and equipment in the high use category is 360 hours of use per year. This is prescribed as justifying retention, where commercial facilities exist for rental or lease of similar units."

Manual/Handbook Sections Affected: None

Coordination: The revised Heavy Equipment Charter has been coordinated with Administrative Officers and the Force Account leads in each of the Zones.

Contact: Please contact Greg Bergum, Supervisory Civil Engineer, at (406) 896-5217, if you have any questions.

Signed by: Don Smurthwaite, Acting

Authenticated by: Jennifer C. McKinley, (MT-935)

1 Attachment

1-Heavy Equipment Committee Charter (2 pp)

Distribution: w/attms.

AOs

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

MONTANA/DAKOTAS HEAVY EQUIPMENT COMMITTEE CHARTER

I. INTRODUCTION

State Heavy Equipment Committees were established based on Washington Office and National Business Center recommendations for States which have an active heavy equipment program. The purpose of the committee is to foster good communication, adequate equipment utilization and statewide coordination of the statewide equipment resources.

MT/DK Zone and Field Offices manage and maintain numerous pieces of heavy equipment to support recreation, transportation system, range, facilities and other programs.

II. ROLES AND RESPONSIBILITIES

The Montana Heavy Equipment Committee is responsible for providing oversight and recommendations to deciding officials on all aspects of the Montana/Dakota's heavy equipment. The committee facilitates the coordination of heavy equipment use among field offices to support the Bureau's core mission and to provide for emergency needs. The Committee recommends equipment management practices to protect the Bureau's investment and to maintain the integrity, safety and dependability of the equipment. The Committee reviews, analyzes, and makes recommendations to deciding officials on a variety of issues, including:

- A. Heavy equipment use, needs, purchases and replacement cycles;
- B. Heavy equipment safety;
- C. Training and certification requirements for heavy equipment operators;
- D. State-wide heavy equipment policy and procedures;
- E. Facilitate the sharing of equipment and operators among field offices;
- F. Review procedures for changing equipment from one class to another;
- G. Review and recommend equipment and vehicle specifications;
- H. Review and recommending funding one-time repairs under extended life conditions;
- I. Review and recommend equipment rehabilitation;
- J. Recommend limits for lifetime repair costs;
- K. Recommend standards and criteria for standardizing equipment;
- L. Ensure heavy equipment use meets or exceeds utilization goals.

III. MEMBERSHIP

The Committee consists of the Administrative Officer and a Force Account Representative from each field Division of Support Services and the Montana State Engineer, or their designee. The Committee may have additional participants in meetings for purposes of obtaining technical advice or to provide the Committee with clarification related to committee business. The Committee will strive to reach decisions by consensus. If consensus cannot be reached, the decision will be made by majority vote. Each member of the Committee has one vote.

IV. OFFICERS AND TERM OF OFFICE

The Montana Heavy Equipment Committee chairperson is elected by majority vote of the Committee members. The term is for three years with an option for one additional consecutive term.

V. MEETING

The Committee will meet a minimum of twice during the fiscal year. The chairperson may call additional meetings as needed. A quorum of Committee members is required before business can be transacted and recommendations forwarded to deciding officials.

VI. PROCESS

Committee recommendations will be forwarded to the Associate State Director or other appropriate deciding official. This charter is in effect as of the date signed below.

Approved:

State Director

Date